

# Screening Patient Contact and Recording Template



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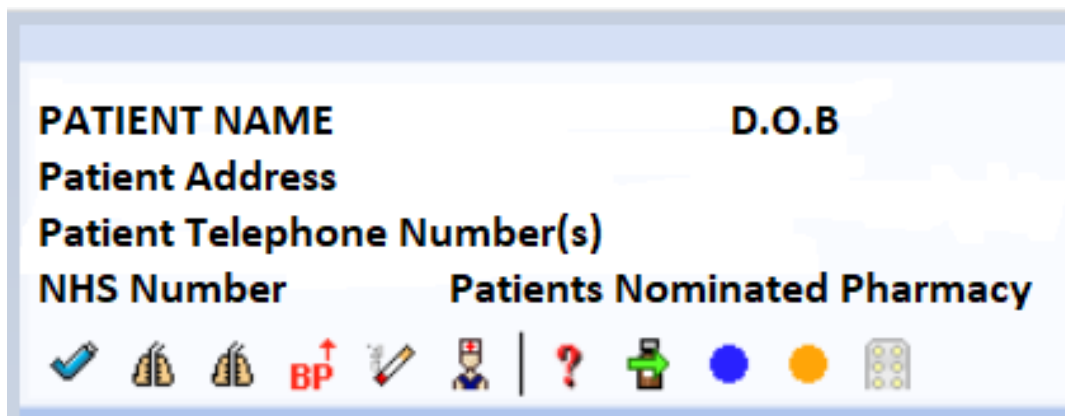
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## 1. Summary

The Cervical Screening Template has been developed to provide guidance and capture the relevant information when a patient has been contacted by a general practice.

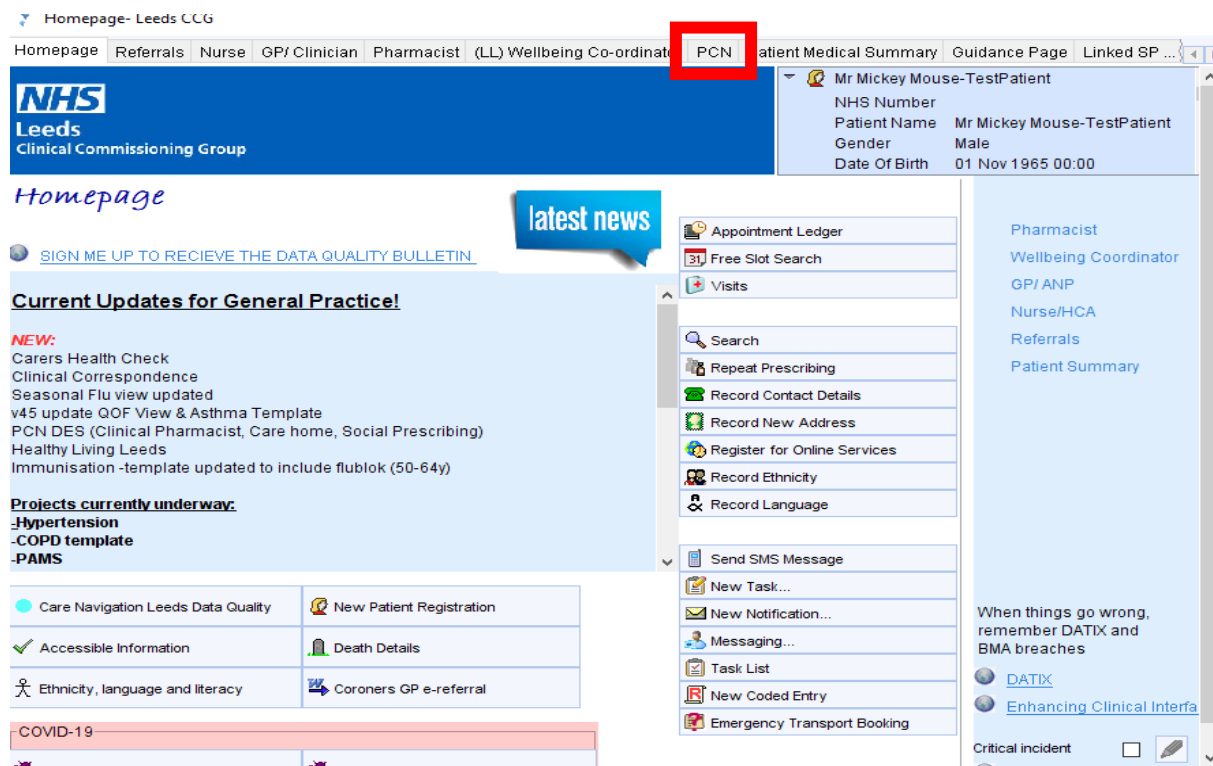
## 2. How to find the template

The template can be found on the 'blue dot' within the patient demographic box. Click the blue to open the blue dot template.

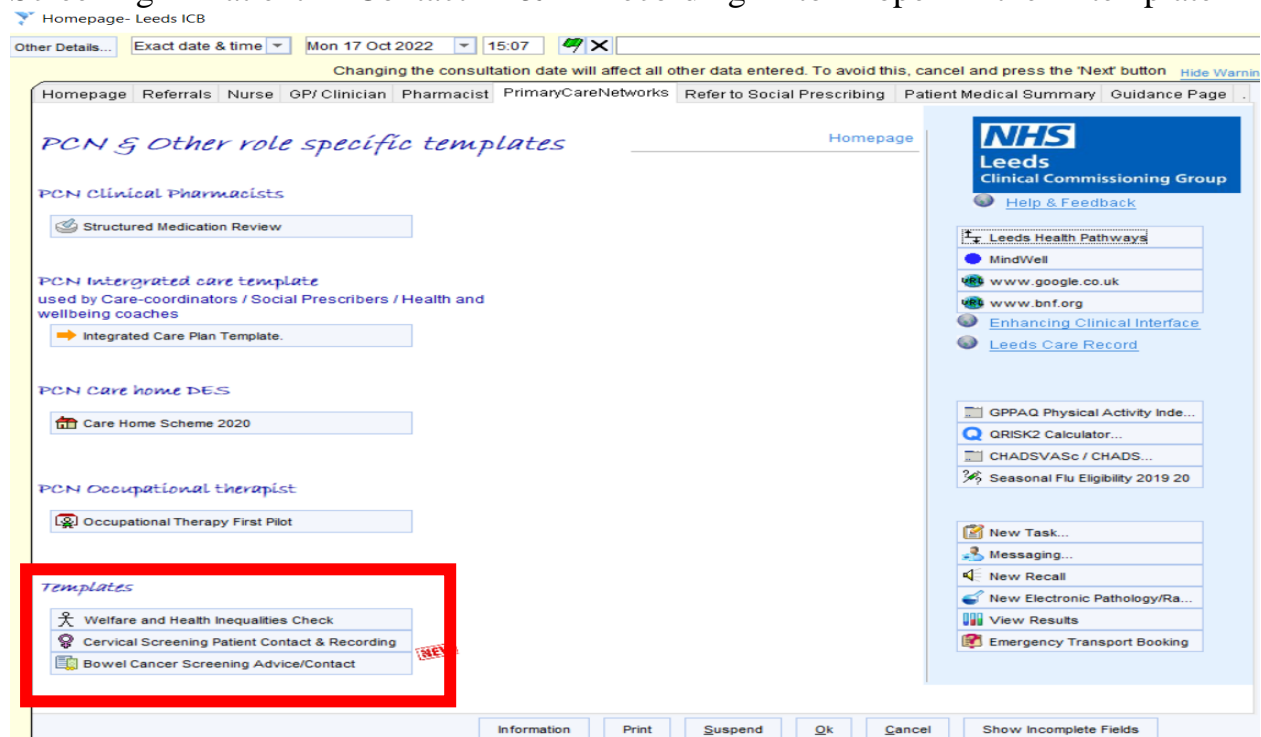


### 3. Blue Dot homepage


When the blue dot homepage is opened you will need to navigate to the PCN tab.



The template can be seen under the template heading, click the box Cervical Screening Patient Contact & Recording to open the template



## 4. Cervical Screening History & Coding page

 When you see the world icon throughout the template, you can click on it and it will take you out of the template and to a website.

You will see the QOF rules for indicators CS005 and CS006

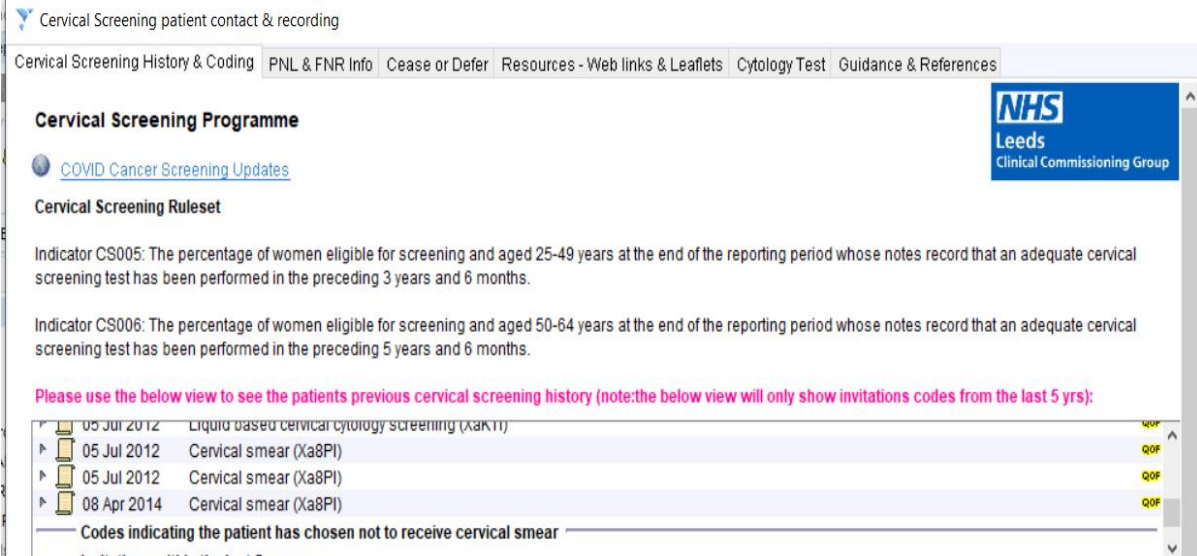
The first section of the template also holds a 'view' that shows:

Cervical Smear Results

The patient has chosen not to receive cervical smear

Invitations within the last 5 years

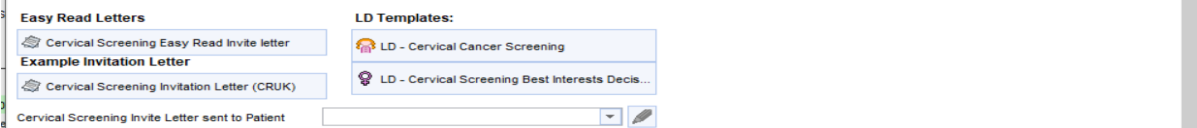
Patient has not responded to third invitation



Date	Description	QOF
05 Jul 2012	Liquid based cervical cytology screening (Xa8PI)	QOF
05 Jul 2012	Cervical smear (Xa8PI)	QOF
05 Jul 2012	Cervical smear (Xa8PI)	QOF
08 Apr 2014	Cervical smear (Xa8PI)	QOF


### Letter Section:

The middle section has the links to invitation templates, just click on the link to open.




It is very important that you use the drop-down menu to record the contact

### Easy Read Letters


 Cervical Screening Easy Read Invite letter


#### Example Invitation Letter

 Cervical Screening Invitation Letter (CRUK)

Cervical Screening Invite Letter sent to Patient

### LD Templates:

 LD - Cervical Cancer Screening

 LD - Cervical Screening Best Interests Decis...

### Example Texts:

**CRUK Sample Text:** Dear <Patient Name>, we are contacting you to remind you that your cervical

dropdown menu with options:

- Cervical smear screening first letter (XaMJR)
- Cervical smear screening second letter (XaMJS)
- Cervical smear screening third letter (XaMJT)

## Text Message Section

The last section gives you example messages that you can cut and paste into your text message

### Example Texts:

**CRUK Sample Text:** Dear <Patient Name>, we are contacting you to remind you that your cervical screening test (smear test) is overdue. Please phone the surgery on XXXX if you'd like to make an appointment or to discuss any questions or concerns you have about the test. [bit.ly/csmoreinfo](http://bit.ly/csmoreinfo)

### Alternative Texts

Dear ...you are now due your cervical smear. Please call XXX to book an appointment for this potential life saving test. [bit.ly/csmoreinfo](http://bit.ly/csmoreinfo)

Dear .... Cervical screening saves 2,000 lives each year in the UK. Please call the surgery on XXXX to organise your overdue smear. [bit.ly/csmoreinfo](http://bit.ly/csmoreinfo)

SMS Text Invite Message sent to Patient

dropdown menu with edit icon

It is very important that you use the drop-down menu to record the contact

dropdown menu with options:

- Cervical smear screening invitation first SMS message text (XaZJK)
- Cervical smear screening invitation second SMS message text (XaZJL)
- Cervical smear screening third invitation SMS message text (XaZJM)
- Cervical smear screening SMS message text (XaZJJ)

## 5. PNL & FNR info page

This page holds lots of information regarding Prior Notification List and Final non-responders list.

Cervical Screening patient contact & recording

Cervical Screening History & Coding PNL & FNR Info Cease or Defer Resources - Web links & Leaflets Cytology Test Guidance & References

### Open Exeter - Cervical Smears

A new NHS [Cervical Screening Management System](#) will be launching in the near future, which will replace the National Cervical Screening call/recall system (Open Exeter). The up-to-date information regarding the new system and the decommissioning of Open Exeter can be found by clicking the [link: New NHS Cervical Screening Management System starting 2021](#)

Cervical Screening Administration Service (CSAS) have taken over PCSE's contract, if you have any queries relating to OE please contact them directly using the below link:

[Contact CSAS](#)

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**Prior Notification Lists (PNL)** - The PNL identifies women who according to their screening records are due to be invited for screening:

- PNL lists should be completed each week to ensure women are invited at an appropriate time
- Lists are generated 10 weeks before the women's test due date to allow you 4 weeks to check and submit a response (these lists are either generated via post or electronically via OE)

<b>GP Practices can delay screening due to the patient:</b> <ul style="list-style-type: none"><li>•Being pregnant</li><li>•Having had a recent test</li><li>•Currently under cytological follow-up</li></ul>	<b>Women can be removed from the screening programme:</b> <ul style="list-style-type: none"><li>•By informed choice – a signed Disclaimer form is required</li><li>•If they are aged over 65</li><li>•If they have no cervix</li><li>•Under the Mental Capacity Act</li><li>•If they are undergoing radiotherapy</li></ul>
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To access the PNL list, click on the Main Menu within Open Exeter, select Prior Notification Lists from the Application drop down menu and click continue

[PNL Guidance Document](#)

Practices should submit Cease and Deferral requests via Open Exeter to CSAS before the cut off shown on the Open Exeter Prior Notification List (PNL) to avoid inappropriate invitations.

[Click here for cease/defer info](#)

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### Final Non Responder (FNR)

#### Invitations for cervical screening


The requirement for women to be invited on three separate occasions will continue in line with national screening programme requirements. Therefore:

- In those areas where the first two invitations are sent via the central screening service, then contractors are responsible for offering the third invitation, or
- Where the central screening service sends out only one letter, then contractors are responsible for offering the second and third invitation.
- Where contractors have opted to run their own call/recall system then they are responsible for making all three invitations.

Where a woman does not respond to these three invitations then contractors will need to code that this has been the case.. Each invitation should be recorded in the patient record as evidence of these may be required for assessment and audit purposes.

Women may choose to withdraw from the national screening programme. This should be undertaken with caution as women who withdraw from cervical screening call/recall will receive no further offers of screening from the central service. Where women actively decline cervical screening, this should be recorded as such.

There should be a minimum of seven calendar days between each invitation

Cervical smear non-responder  

:

It is very important that you use the tick box to record outcome

Cervical smear non-responder  

## 6. Cease or Defer page

This page holds the links to the website for recording if a patients next test is to be postponed, or reinstated.

Cervical Screening patient contact & recording

Cervical Screening History & Coding | PNL & FNR Info | **Cease or Defer** | Resources - Web links & Leaflets | Cytology Test | Guidance & References

### Cease Patients from cervical screening

Reasons to cease a woman from a recall are:

- Due to age (this must only be used for women over 65 who no longer require a routine cervical screening)
- No cervix
- Patients informed request for no future smear test (This must only be used if a woman advises she wishes to be permanently excluded from the cervical screening programme and should not be used for women who have declined their current invitation)

Practices should submit Cease and Deferral requests via Open Exeter to CSAS before the cut off shown on the Open Exeter Prior Notification List (PNL) to avoid inappropriate invitations.

To cease a patient from the programme, please download and complete the relevant CSAS online form and submit into CSAS:

- [Ceasing from the Cervical Screening Programme Form](#)
- [Ceasing - Mental Capacity Act \(MCA\) CSAS Form](#)
- [Click here to submit cease form](#)
- [Informed consent for withdrawal from program form](#)

Cervical cytology exception reporting codes

### Defer

Reasons to defer a woman from recall:

- Recent test
- Current pregnancy
- Patient wish to defer
- Under treatment relevant to screening.

In line with guidance published in the 'NHS cervical screening call and recall: guide to administrative good practice' the GP practice must specify how long the deferral is for in multiples of 6 months, up to a maximum time of 18 months. So, a woman may be postponed for 6, 12 or 18 months at any one time. Please ensure the deferral period does not exceed 18 months

- [Cervical Screening Programme Deferral](#)

### Reinstate

- [Reinstate into Cervical Screening Programme](#)

Again, always record what has happened

Cervical cytology exception reporting codes

- Cervical smear not indicated (XaK29) QOF
- Cervical smear disclaimer received (9O8Q.) QOF
- Cervical smear refused (XaFs3) QOF
- Ca cervix screening - not wanted (6853.) QOF

## 7. Resources – web links and leaflets page

click on the links to take you to the following websites that hold useful information

Cervical Screening patient contact & recording

Cervical Screening History & Coding | PNL & FNR Info | Cease or Defer | Resources - Web links & Leaflets | Cytology Test | Guidance & References

### Cervical Screening useful web links, leaflets and letters for patients

Send Email

Jo's Trust - Help Line 0808 802 8000

#### Information

What is cervical screening?  
What happens during cervical screening?  
what happens after cervical screening?  
Getting your cervical screening results  
Cervical screening aged 24 or under  
Cervical screening aged 65 or over  
Cervical screening for people with LD  
Cervical screening after sexual violence

[Jo's Trust Cervical Screening Informatio](#)

#### Raise Awareness

Raise awareness within your practice for free by ordering or downloading information materials such as posters from Jo's Trust. Please use the below link:

[Jo's Trust Cervical Screening Shop](#)

#### Videos

Jo's Trust has a number of available video resources that cover topics such as; Screening, Cervical cancer, Symptoms and many more areas. Use the below links to find the relevant video for your patient (you may want to consider sending the web link via SMS directly to your patient):

[Jo's Trust All Videos](#)  
[Videos- Screening in other languages](#)

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#### Women considering screening

<a href="#">Helping you decide (Leaflet, English)</a>	<a href="#">Helping you decide (Leaflet, simplified Chinese)</a>	<a href="#">Helping you decide (Leaflet, Polish)</a>
<a href="#">Helping you decide (Website, English)</a>	<a href="#">Helping you decide (Leaflet, traditional Chinese)</a>	<a href="#">Helping you decide (Leaflet, Portuguese)</a>
<a href="#">Helping you decide (Leaflet, Arabic)</a>	<a href="#">Helping you decide (Leaflet, French)</a>	<a href="#">Helping you decide (Leaflet, Punjabi)</a>
<a href="#">Helping you decide (Leaflet, Bengali)</a>	<a href="#">Helping you decide (Leaflet, Gujarati)</a>	<a href="#">Helping you decide (Leaflet, Urdu)</a>

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[Be Breast Aware](#)

## 8. Cytology Test page

On this page you can record a new smear by clicking the link to the template, it also has information for management of results.

Cervical Screening patient contact & recording

Cervical Screening History & Coding | PNL & FNR Info | Cease or Defer | Resources - Web links & Leaflets | Cytology Test | Guidance & References

### Record New Smear

[New Smear](#)

### Record QOF New Smear

[Cervical Screening v47 2022/2023](#)

#### Management of results

##### Normal cervical cytology result

If positive for high-risk HPV and negative cytology report: HPV test repeated at 12 months.  
If HPV-negative at 12 months: return to routine recall.  
If remaining high-risk HPV-positive, and cytology negative at 12 months: repeat HPV test in a further 12 months.  
If becoming high-risk HPV-negative at 24 months: return to routine recall.  
If remaining high-risk HPV-positive, cytology negative or inadequate at 24 months: refer to colposcopy.  
If remaining high-risk HPV-positive with cytology reported as borderline dyskaryosis or worse at 12 or 24 months: refer to colposcopy.

##### Abnormal cervical cytology result

Positive for high-risk HPV and abnormal cytology: refer to colposcopy.

##### Results are unavailable or the cervical cytology sample is inadequate

If the high-risk HPV test result is unavailable or cytology is inadequate at any screening episode: a sample is repeated in no less than three months.

If there is inadequate cytology at the 24-month repeat test: refer to colposcopy.



## 9. Guidance and Reference page

Cervical Screening patient contact & recording

Cervical Screening History & Coding PNL & FNR Info Cease or Defer Resources - Web links & Leaflets Cytology Test **Guidance & References**

### Template Guidance & Information

This template has been created by the Leeds CCG Data Quality Team to be used as a repository for the cervical screening programme or for colleague to refer to as a repository.

Date Published: 22/08/2022  
Published To: Leeds Data Quality  
Data Quality sign off: Catherine McDonald  
Clinical Lead sign off: Dr Stephen Bradley

Date template was last reviewed	22/08/2022
Date of next template review:	22/08/2023

To see the amendment history of this template, you can click on the 'Information' button below.

For support installing, using the template or to suggest an amendment in light of new clinical guidance, please e-mail your requests through to the Data Quality Team.

This template has been designed and assured specifically for use by SystemOne Units supported by Leeds CCG Data Quality Team. Some of the CCG templates have been developed into a tool to support clinical decisions, these tools are often known as a 'software medical device', if the template analyses and interprets the data fed into it to aid a diagnosis and/or treats or monitors a condition or disease, it is a 'medical device'.

#### PLEASE NOTE:

Should you wish to request/ input into the template please email the Leeds CCG Data Quality Team. (Amendments should be requested

For any updates or new information that you may wish to be added please contact [Catherine.mcdonald@nhs.net](mailto:Catherine.mcdonald@nhs.net)

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